

SHRO Transaction Request Form-*Green Sheet*

1. ☐ **ADVERTISE:** (Positions are posted to the State's website at no cost. Use remarks section for special instructions.)
a) ☐ TAG Dept (Present State employees of this agency.) ☐ Statewide Internal (State employees in all agencies.) ☐ Public

Paid recruitment options. (Requires a 503 form.)

- b) ☐ Career Builder ☐ Newspapers* ☐ Other* **List or identify in Remarks.*
c) ☐ Closing Date: _____ ☐ Ongoing until further notice.
2. ☐ **EMPLOYEE TRANSACTIONS:** (Requisition #, if applicable. _____)
a) ☐ Hire ☐ Promotion ☐ Transfer ☐ Demotion
b) ☐ Resignation ☐ Dismissal ☐ End of Temporary ☐ Abandonment
c) ☐ Leave of Absence (Attach Doctor's statement, Military Orders and/or explanation): From: _____ Return: _____
d) Other (Specify)
3. ☐ **POSITION:** (Position description submitted electronically and signed original attached): ☐ Yes ☐ No
a) ☐ New Position ☐ Reclassification ☐ Transfer ☐ Temporary Upgrade
b) ☐ Funding: Task Group _____ Task Profile: _____ Other (Specify): _____

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4. **EFFECTIVE DATE:** (Beginning of pay period may be required) Estimated (Worksite) _____ Actual (SHR) _____
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5. Name: _____ Employee ID: _____
6. Job Title: _____ Position #: _____ Supv. Pos#: _____
a) ☐ Classified ☐ Unclassified
b) ☐ Regular ☐ Temporary w/Benefits ☐ Temporary no Benefits
c) ☐ Full-time ☐ Part-time-% ☐ 999 hours
d) ☐ Supervisory ☐ Confidential ☐ Union Covered _____
7. Division: _____ Dept. ID #: _____ Work Phone: _____
8. Salary Range/Step: _____ Salary/Hourly Wage: _____ M&T _____ Standby (opt): ☐ Yes
9. Shift: _____ Work Schedule: _____ Computer Access: ☐ Yes
10. Clearances Required: ☐ Confidential (CAC ID Only) ☐ Secret
☐ Top Secret ☐ Top Secret with Sensitive Compartmented Info.
11. Pre-employment:: ☐ Drug Screen ☐ Physical ☐ Psychological

12. Remarks:

13. Approvals: